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Suggested Content of September 1 Report

1. Panel conclusions on future mission and uniqueness; degree of management flexibility required
2. Panel conclusions and recommendations in staffing area, including:
 - mission critical occupations
 - turnover and retention problems in these occupations
 - agency views of the quality of new hires.
 - extent of recruitment coordination among agencies.
3. Panel conclusions and recommendations on training and career development; specifically, how well each agency's training and career development programs support current and projected future agency mission accomplishment.
4. Panel conclusions and recommendations on personnel security; specifically, the impact of personnel security requirements on the ability of the IC agencies to recruit and retain top quality staff.
5. CIA changes:
 - leave changes
 - administrative changes in awards program
 - flexible benefits proposal
6. INR staffing problems; hiring and age of workforce.
7. Panel conclusions on SSCI's FY 89 NFIP comments re manpower cost reductions.

153/4 July 88

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PROPOSED CHANGES IN THE CIA EMPLOYEE AWARDS PROGRAM

SUMMARY: CIA is revising its awards program to increase the manager's authority in this area. These changes involve changing approval levels required to grant awards and award budgets. CIA also proposes to gradually increase the agency dollar ceiling for awards to the OPM recommended level.

CONCLUSION: The changes being made are administrative in nature. It is not considered necessary to delay implementation pending completion of this study. In discussion with SSCI staff member Battaglia, he asked that this matter be included in the September Panel report because of the increased costs.

DETAILS: Deputy Directors will be given authority to approve cash performance awards of up to \$5,000.00. The current limit is \$2,000.00. The approval limit for managers reporting to the DDs will remain at \$1,000.00.

Approval of quality step increases is to be delegated to the level of managers reporting to the DD. Currently, DD approval is required. A decision has also been made to limit the number of quality step increases to the same number granted in previous years. Control will be by monthly trend reports.

The budget for cash awards will be increased annually from the current .38 percent of payroll to one percent of payroll by 1990. One percent of payroll is the level recommended by OPM.

Procedures have been developed which will enable a manager to write a voucher for meritorious awards in order to provide recognition as soon as possible after the activity for which the award is granted.

RECOMMENDATION: Panel indicate in the September 1 report that these changes in the CIA awards program need not await completion of this study.

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